

UI Debalers 2.0

Instrumentation and Data Collection for Debaler Project Meeting minutes

Location: Zoom

Date: 12-3-2020

Attendees: Evan Allen, Nathan Stout, Hope de Avila, Jacob Brower, and Dr. Brian He

Time: 3:30-4:00 p.m.

• Meeting Agenda

- Finalize the poster created for Snapshot 2 and make sure we meet all Snapshot requirements
 - Decide how we are going to present and who will present
- Finish up our end of semester portfolio and wiki page

• Meeting Notes

- Dr. Brian said we must fix up our receipts so all of the information required by the University is viewable
 - We were asked to relay this to Ben and kindly ask him to fix up one of the receipt submissions
- It was decided that next weeks Thursday meeting will be canceled since there is not much to discuss at that point
 - If we have any further questions next week, we should email Dr. Brian
- Things due in the 11th
 - Portfolio: turn in a copy to Dr. Brian
 - Wiki Page: turn in a copy to Dr. Brian
 - Logbooks: upload to shared drive (bi-weekly is preferred)
- Dr. Brian also made some comments on Snapshot #2 Presentations tomorrow at 9:30 – 9:50 a.m.
 - Figure out how we are presenting
 - Do not have too many words on the poster
 - Contact Dave our client and let him know we are having Snapshot
 - We may need to schedule a meeting for the end of semester progress with our client
- The team discussed how we are going to tackle Snapshot #2

- We polished up the poster
- I was nominated to present all of it and will keep it around 2 minutes
- Put budget in appendix slide with the schedule
- We decided to make our snapshot 2 our end of semester recap with Dave (our client)

• Action Items In-Progress

Action Item	Personnel Responsible	Status	Deadline
Snapshot 2	All Members	In-Progress	12/4/2020
Project Portfolio	All Members	In-Progress	12/11/2020
Wiki Page	All Members	In-Progress	12/11/2020

• New Action Items

Action Item	Personnel Responsible	Status	Deadline
NA			